Administrator Certification Forms

These forms are listed first by those used in the Certification Unit, followed by those used by the Vendor Unit. All forms can be accessed by clicking on the forms tab in the horizontal navigation bar above then scrolling down Community Care Licensing.

Administrator Forms

LIC 508- Criminal Record Statement

The applicant submits this as part of the process for the initial administrator application.

LIC 9163 Request for Live Scan

This form is used by the applicant to submit their fingerprints to the Department of Justice for processing.

LIC 9214- Initial Administrator Application*

First time applicants submit this form after they have received official notification from ACS of a passing score on the test.

In addition, this form is submitted by a certified administrator who did not renew their certificate within 4 years from the date of expiration of their certificate.

LIC 9215 -Application for Administrator Re-Certification.

Certified administrators submit this form to apply for a renewal of their certificate.

Vendor Forms

LIC 9139 – Renewal of Continuing Education Course Approval.

Vendors submit this form for approval to renew previously approved courses and to request approval to continue to offer these courses.

LIC 9140 – Request for Course Approval

Vendors submit this request for ACS initial review and approval of a course.

LIC 9140A- Request to add or remove instructor

Vendors use this form to add or remove an instructor to a previously approved course**.**

LIC 9141- Vendor Application/Renewal

An individual, profit or nonprofit business or governmental entity submits this form to request approval to become a vendor and offer initial or continuing education courses.

LIC 9142a- Roster of Participants for Vendor Use Only-35/40 Hour Initial or CEU Courses

Vendors use this form to report to ACS names of the individuals who have taken a course.

LIC 9142b Roster of Participants-For Test Use Only-35/40 Hour Initial Courses

Regional Office staff use this form to report the names of the participants that took the administrator test. It is mailed to ACS with the original test. Regional Offices may mail the test up to 5 days from the date of the test.